

Submitting Reactivations/Invalidations for ISAT Science, Retakes and EOCs

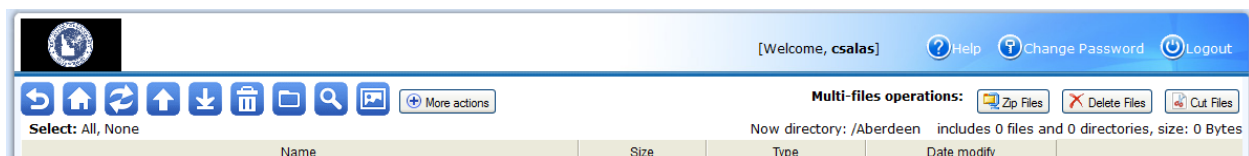
Districts will no longer be submitting reactivations and/or Invalidations via electronic mail per Idaho's Student Data Privacy Law, Idaho Code § 33-134. SDE will only accept reactivation and invalidation submissions through a Secure File Transfer Protocol (SFTP) on this link:
<https://sftp.sde.idaho.gov/login.html>.

First, you will need a username and password to access the sftp portal. If you have not been provisioned into the portal, please contact Mark Hill for assistance. mhill@sde.idaho.gov or 208-332-6972

- 1) Log on with your username and password: <https://sftp.sde.idaho.gov/login.html>



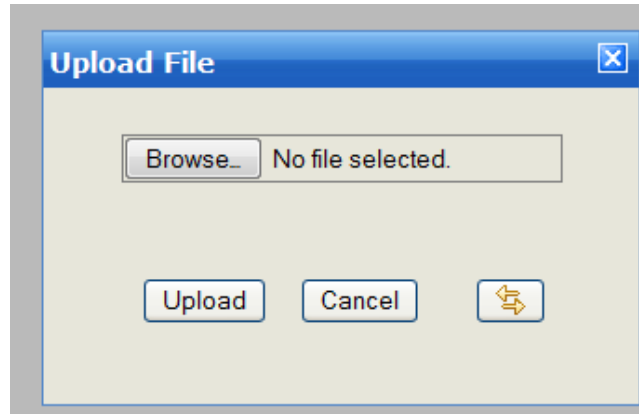
- 2) Once successfully logged on, you will see this screen.



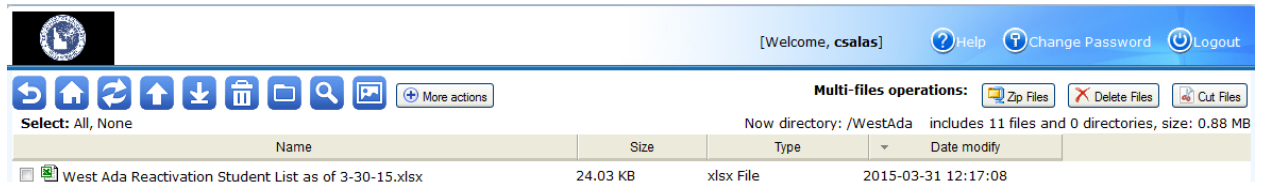
- 3) To upload a completed Reactivation Form, click on the



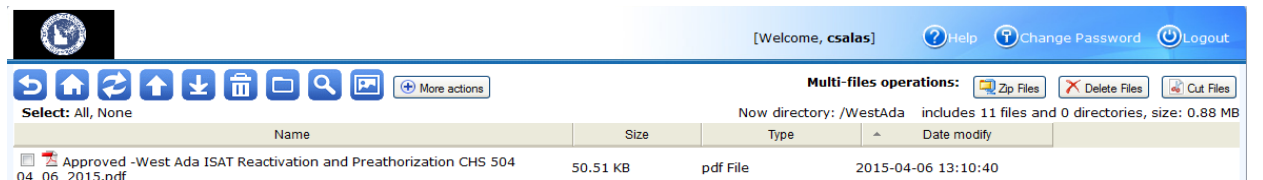
- 4) Click **Browse** to select your Reactivation Request file then click **Upload**



- 5) The file should now be displayed in your sftp folder. After submitting your request, please alert Cathy Salas by sending her a short email csalas@sde.idaho.gov



- 6) Once SDE has reviewed your submission, we will upload a pdf version of the form.



Reactivation/Invalidation Requests will be reviewed within 24 business hours.

Thank you.